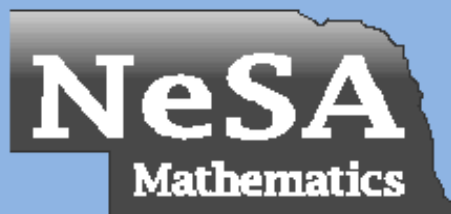


NEBRASKA STATE ACCOUNTABILITY



2014–2015 ONLINE TEST ADMINISTRATION MANUAL

Nebraska State Accountability assessments are administered by the Nebraska Department of Education (NDE) – 301 Centennial Mall South – P.O. Box 94987 – Lincoln, Nebraska 68509 – (402) 471-2495. The assessment contractor is Data Recognition Corporation (DRC). DRC can be reached by calling toll-free (866) 342-6280, by emailing necustomerservice@datarecognitioncorp.com, or by faxing (763) 268-2540.

TABLE OF CONTENTS

Part I—General Information	3
Who Should Read This Manual?	3
NeSA-Reading, Mathematics, and Science Test Administration Key Dates	3
Testing Ethics and Appropriate Practice	3
Online Security	3
Student Test Security	3
Returning/Destroying Secure Materials.....	3
Visual Display Settings	4
Text-to-Speech (TTS)—Audio Accommodation	4
Spanish Translations	4

Part II—Preparing Students for Testing.....	5
Student Tutorials	5
Online Tools Training.....	6
Practice Tests.....	8
Guided Practice Tests	9
Pause Function.....	11
Inactivity	12

Part III—Administering the NeSA-Reading, Mathematics, and Science Tests	13
Administering the NeSA Tests	13
Test Administrator Responsibilities	13
Prepare Testing Location.....	13
Student Test Tickets.....	14
Common Troubleshooting Steps.....	15

Part IV—Administering the 2015 NeSA-Reading Test	16
Session 1.....	17
Session 2.....	21

Part V—Administering the 2015 NeSA-Mathematics Test.....	25
Session 1.....	26
Session 2.....	30

Part VI—Administering the 2015 NeSA-Science Test.....	34
Session 1.....	35
Session 2.....	39

Additional Questions.....	43
APPENDIX A. SUGGESTIONS FOR A SMOOTH TESTING PROCESS	44
APPENDIX B. NeSA SECURITY PROCEDURES	45
APPENDIX C. DISTRICT TO DRC ONLINE TESTING ISSUE REPORT FORM	48

Part I—General Information

Who Should Read This Manual?

The *2014–2015 NeSA-Reading, Mathematics, and Science Online Test Administration Manual* is intended for use by Test Administrators responsible for administering the NeSA-Reading, Mathematics, and Science Tests to students. District Assessment Contacts and School Test Coordinators should also be familiar with the contents of this manual.

NeSA-Reading, Mathematics, and Science Test Administration Key Dates

2014–2015 NeSA-Reading, Mathematics, and Science Test Administration WebEx Training Sessions	February 19–20, 2015
2014–2015 NeSA-Reading, Mathematics, and Science Test Window	March 23–May 1, 2015

Testing Ethics and Appropriate Practice

It is important to note that all Test Administrators need to be familiar with appropriate testing ethics and security practices related to testing. Professionalism, common sense, and practical procedures will provide the right framework for testing ethics. It is also important to note that school districts are bound to hold all certificated staff members in school districts accountable for following the *Regulations and Standards for Professional Practice Criteria* as outlined in Rule 27. The *NeSA Security Procedures* are intended to outline clear practice for appropriate security.

Online Security

Student Test Tickets contain student-level password information for accessing the tests and must be kept secure. Test Administrators will be given the Student Test Tickets on the morning of test administration, allowing them ample time to review and organize the tickets for distribution before the test begins. Once a test session is started, only the student taking the test is allowed to view the student's screen. No one is allowed to view or copy test content while a student is testing.

Note that the *2014–2015 NeSA-Reading, Mathematics, and Science Online Test Administration Manual* is not considered a secure test material and should be provided to Test Administrators for review prior to testing.

Student Test Security

Students should look only at their individual computers. For further security, folders may be set up around each computer screen to eliminate any possibility of students looking at other computer screens. For larger groups, it is advisable to have one adult assistant (Test Proctor) for every 12 students tested, in addition to the Test Administrator. Para-educators may be used as Test Proctors.

Returning/Destroying Secure Materials

While schools do not need to return any online testing materials to DRC, District Assessment Contacts, School Test Coordinators, and Test Administrators should be sure to collect all Student Test Tickets, copies of the NeSA-Mathematics Reference Sheets, and scratch paper from students at the conclusion of testing so that they may be securely destroyed.

Visual Display Settings

Students do not need special Student Test Tickets to access visual display settings. All students testing online have access to the magnification feature, found by clicking on the Magnifier tool in INSIGHT. All students testing online may also use Color Choices, found by clicking on the Options button in INSIGHT.

Text-to-Speech (TTS)—Audio Accommodation

Text-to-Speech (TTS) test forms that include audio are available for students with IEPs or 504 Plans that allow for test content to be read to them. Audio is provided for directions, questions, and answer choices, but is not provided for Reading passages. The online Audio Accommodation must be selected for students in eDIRECT > Test Setup > Students > Manage Students > View/Edit > Accommodations before printing Student Test Tickets. Students must be placed at computers that meet the additional system requirements for TTS. Please refer to the *DRC INSIGHT Technology User Guide* for additional information about system requirements for TTS.

Sample Student Test Ticket for student with Audio Accommodation

9999-9999 NeSA-RMS Test Ticket
Gr 3 Reading Session 1
AUDIO

School: EAST ELEMENTARY SCHOOL
Student Name: DOE, JOHN
NSSRS ID: 1234567881
Username: JDOE1
Password: LAND4570

Students should familiarize themselves with the Audio option in the INSIGHT online system by accessing the NeSA-Reading, Mathematics, and Science Online Tools Training and Practice Tests prior to taking the operational tests.

Spanish Translations

Spanish translations are available online for NeSA-Reading, Mathematics, and Science Tests. Reading passages are not translated into Spanish. The Spanish Accommodation must be selected for students in eDIRECT > Test Setup > Students > Manage Students > View/Edit > Accommodations before printing Student Test Tickets.

Sample Student Test Ticket for student with Spanish Accommodation

9999-9999 NeSA-RMS Test Ticket
Gr 3 Reading Session 1
SPANISH

School: EAST ELEMENTARY SCHOOL
Student Name: DOE, JOHN
NSSRS ID: 1234567881
Username: JDOE1
Password: LAND4570

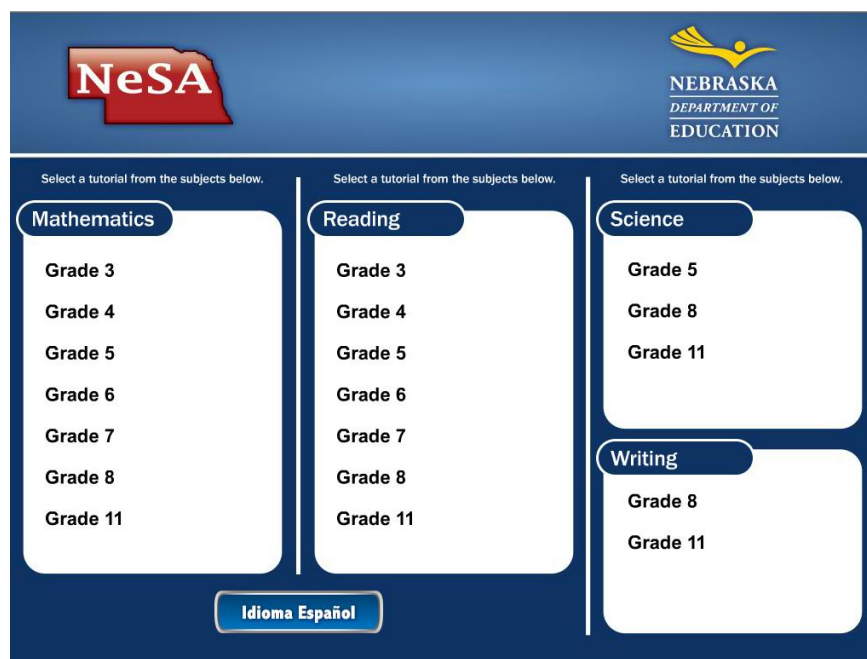
Part II—Preparing Students for Testing

Student Tutorials

Online Student Tutorials are intended to familiarize students with the functionality of the online test. A student may access the tutorials by clicking on the **NE Online Tutorials** shortcut on his or her desktop, and selecting the appropriate content area and grade.



Access the NE Online Tutorials in your default web browser using the desktop shortcut (created upon installation of the INSIGHT Secure Browser)

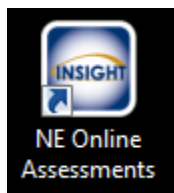


Spanish translations of the Online Student Tutorials are also available for students by clicking on the button labeled **Idioma Español**.

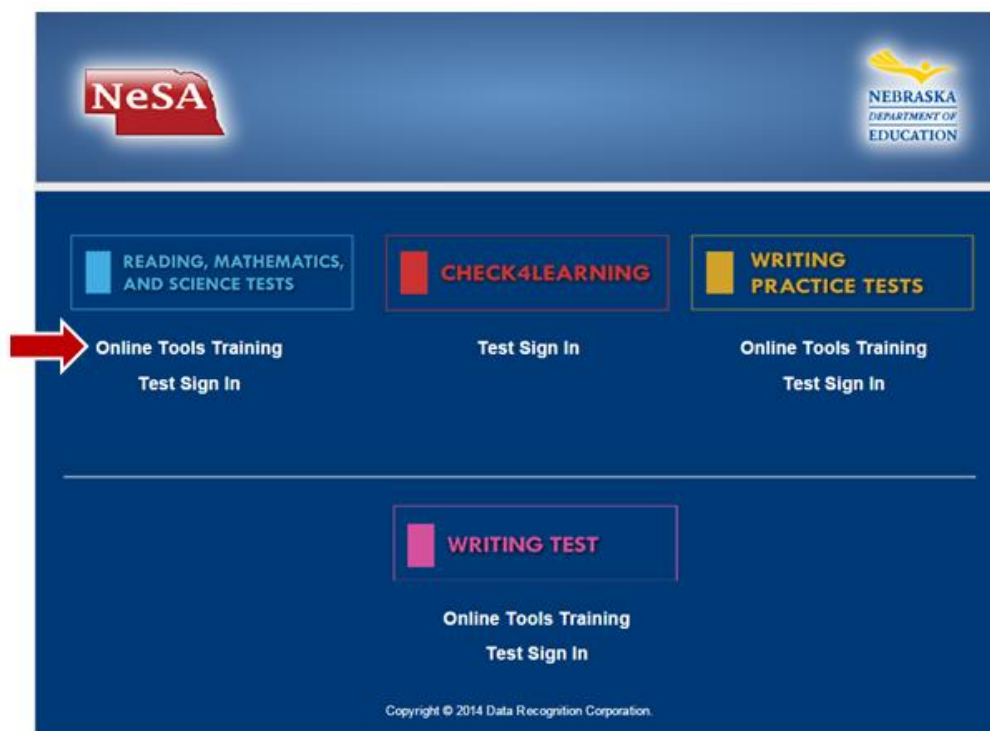
Online Tools Training

Online Tools Training (OTT) for the NeSA-Reading, Mathematics, and Science Tests introduce the online testing software tools available during testing and allow students the opportunity to become familiar with the tools before testing. Spanish translations of the OTT are also available for students.

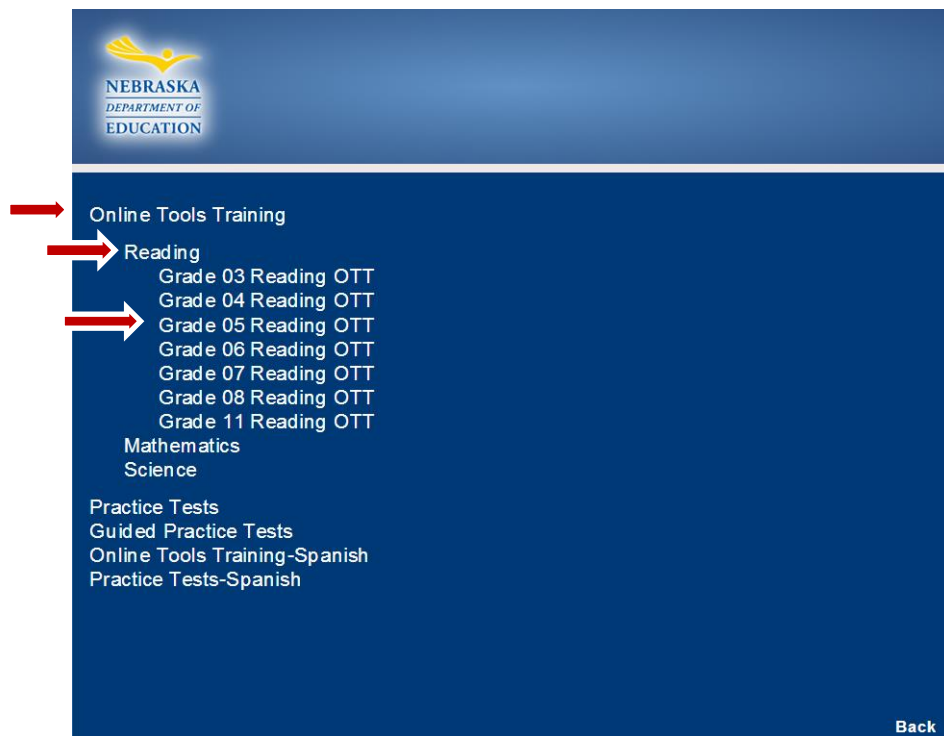
A student may access the OTT by clicking on the **INSIGHT NE Online Assessments** icon on his or her desktop, and then selecting Online Tools Training, as illustrated below.



Select Online Tools Training in the NeSA-Reading, Mathematics, and Science Tests column on the NeSA Portal Page.



Select Online Tools Training (or Online Tools Training–Spanish) > Content Area > Grade.



Sign in using the generic Username and Password presented.

The screenshot shows the sign-in page with the Nebraska Department of Education logo at the top left. Below the logo, the text 'Please sign in with the following credentials.' is displayed. A red box highlights the generic credentials: Username: ot05reading and Password: test1234. Below this, there are input fields for 'Username:' and 'Password:', and a 'Sign In' button. A 'Back' link is visible in the bottom left corner. The bottom right corner contains the text '4.2.0 vbisector-d rev:b2e9ffa' and 'Copyright © 2014 Data Recognition Corporation.'.

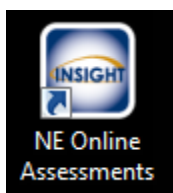
Practice Tests

Practice Tests for NeSA-Reading, Mathematics, and Science are designed to provide an introductory experience in preparation for taking the NeSA tests. The purpose of a Practice Test is for the student to sample NeSA test items and try out features of the testing software prior to the “real” administration.

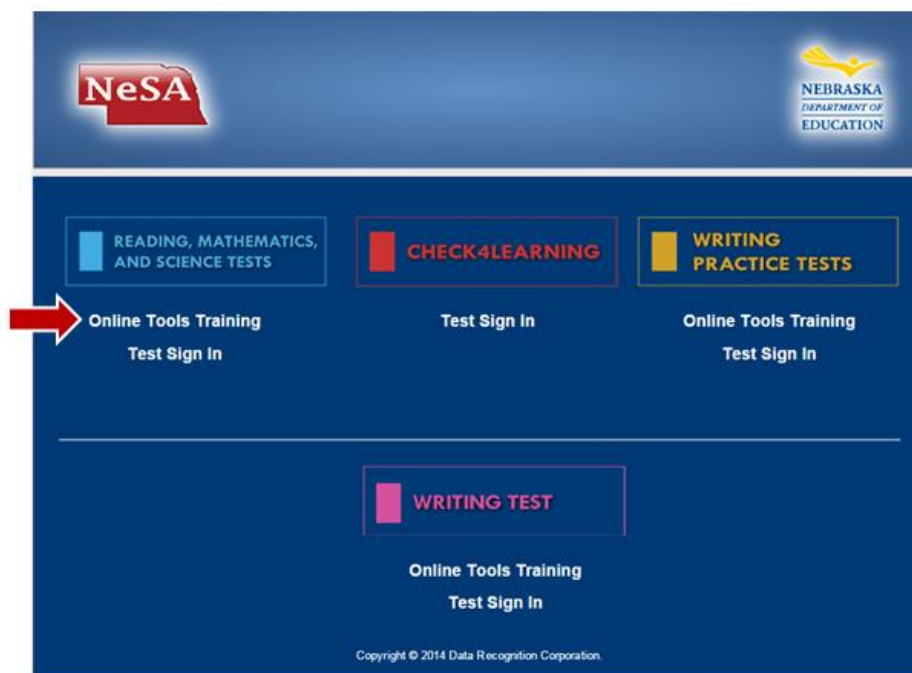
The online Practice Tests exemplify the format and content of the operational NeSA-Reading, Mathematics, and Science Tests. School Test Coordinators, Test Administrators, and students are strongly advised to experience the Practice Tests for all subjects before the testing window for the 2014–2015 NeSA-Reading, Mathematics, and Science Tests (March 23–May 1, 2015).

Spanish translations of the NeSA-Reading, Mathematics, and Science Practice Tests are also available for students.

Students may access the Practice Tests by clicking on the **INSIGHT NE Online Assessments** icon on their desktops and then selecting Online Tools Training, as illustrated below.



Select Online Tools Training in the NeSA-Reading, Mathematics, and Science Tests column on the NeSA Portal Page.



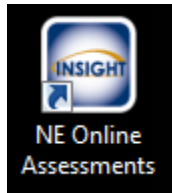
Select Practice Tests (or Practice Tests–Spanish) > Content Area > Grade.



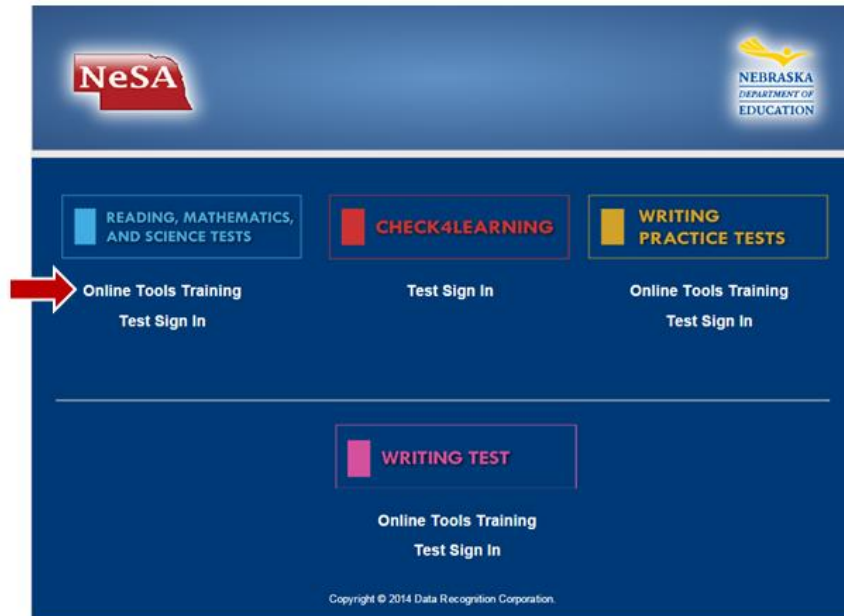
Guided Practice Tests

Guided Practice Tests (GPTs) for NeSA-Reading, Mathematics, and Science are available for students. Much like the Practice Tests, the purpose of a GPT is for students to respond to sample NeSA test items and try out features of the testing software prior to the “real” administration. The online GPTs also exemplify the format and content of the operational NeSA-Reading, Mathematics, and Science Tests. However, after a student responds to a GPT item, he or she may click on the Enlarge button to view the answer key and a brief annotation explaining the correct answer. The standard for the item is also presented.

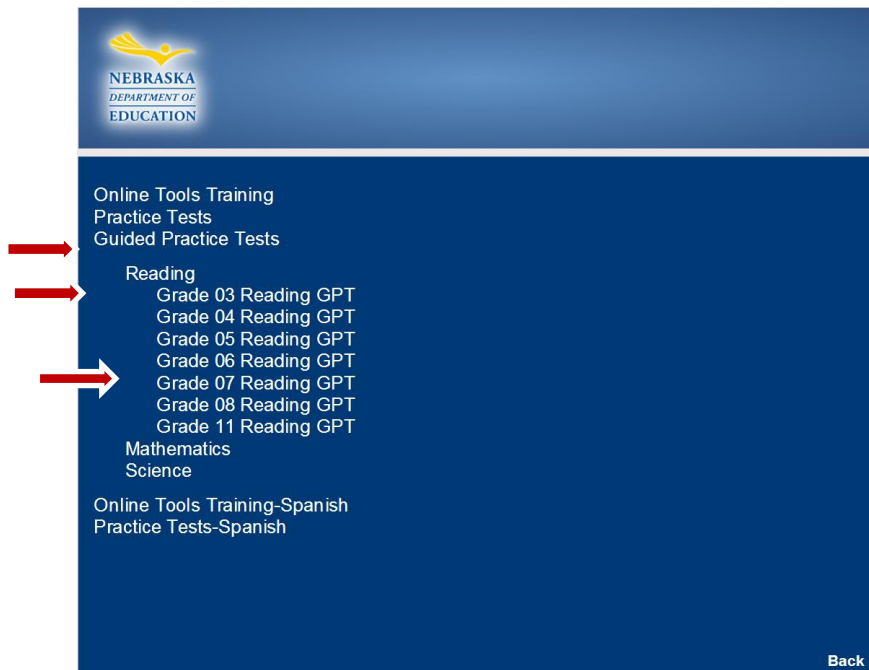
A student may access the GPTs by clicking on the **INSIGHT NE Online Assessments** icon on his or her desktop, and then selecting Online Tools Training, as illustrated on page 10 of this manual.



Select Online Tools Training in the NeSA-Reading, Mathematics, and Science Tests column on the NeSA Portal Page.



Select Guided Practice Tests > Content Area > Grade.



As previously noted, after a student responds to a GPT item, he or she may click on the Enlarge button to view the answer key and a brief annotation explaining the correct answer. The standard for the item is also presented.

Reading—Grade 3 Guided Practice Test Sample Student

Question 2 ?

The Family Picnic

My mom has four brothers and three sisters. It's a pretty large family. Each of them lives in a different city. They don't get to see each other very often. They keep in touch by phone and e-mail. I know that my mom really enjoys hearing from each of them. To make sure they actually get to see each other, they have a family picnic every two years.

Uncle Jeff and Aunt Rose hosted the last picnic in their town. This year was my mom's turn. It's a big job getting so many people together in one place. My dad, two sisters, and I helped her. But we could do all we could to help out.

We started planning a place for everyone to go. There are almost 100 people to plan the picnic.

We also needed someplace to have the picnic. The best place to have the picnic is Miller Park. It also has an indoor room. But the rooms are too busy to have the picnic.

My parents decided to rent a ten-person van. This would help get people around on their visit. We made many trips to the airport with it once people started arriving. We also used it to bring people and food to the park for the picnic.

Family members started arriving on Thursday. After getting settled at the inn, they came to our house. Everyone was so excited to see each other. This was the start of some great family fun.

Everyone talked about the picnic all evening. People shared their favorite

Why does this family only have a picnic once every two years?

(Click the Enlarge button to learn more about the item.)

Enlarge

Indicator	Generate and/or answer literal, inferential, and critical questions, supporting answers using prior knowledge and literal and inferential information from the text.
Correct Answer	The question asks you to use information in the passage to make an inference. Option A is the correct answer because the passage states that the family members do not see each other very much. Options B, C, and D are not reasons the family only has a picnic every two years.

Review/End Test Pause Flag Options Back Next

Pause Function

During a test session, if a student needs to leave the computer lab/classroom for a short break (restroom break, called down to office, etc.), there is a Pause button at the bottom of each page. Once a student clicks Pause, the test content is removed from the screen for test security reasons, and the student has 15 minutes to resume the test.

Your test is paused.
To resume testing, click the 'Resume' button. To logout of the test, click the 'Exit' button.
When the clock reaches 0:00 your test will exit on its own.

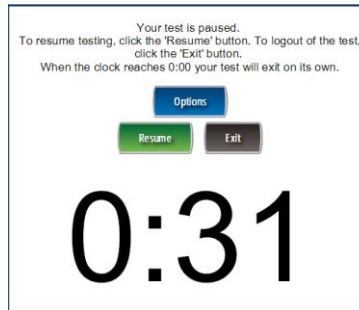
Options
Resume Exit

14:56

At any point, the student can click Resume and be placed back into the test where he/she was prior to the pause. If the student is logged out of the test, the student may log back into the test on the same day using his/her Student Test Ticket and resume testing. If a student clicks Exit from the Pause screen, the test will close. If a test is exited using this button, the test remains incomplete and must be restarted in order to complete the test.

Inactivity

If a student is inactive for 15 minutes during a test administration, the student will be logged out of the test. Inactivity is defined as **no** mouse movement for 15 minutes. A warning that the student's test has paused will appear on the screen after 14 minutes, and will countdown the last 60 seconds of inactivity. The student can click Resume and be placed back into the test where he/she was prior to receiving the inactivity warning. If the student is logged out of the test, the student may log back into the test on the same day using his/her Student Test Ticket and resume testing.



Part III—Administering the NeSA-Reading, Mathematics, and Science Tests

Administering the NeSA Tests

In order to ensure accurate results, it is essential that Test Administrators follow the same procedures when administering the test. Those directions can be found later in this manual in “Part IV—Administering the 2015 NeSA-Reading Test,” “Part V—Administering the 2015 NeSA-Mathematics Test,” “Part VI—Administering the 2015 NeSA-Science Test.”

Test Administrator Responsibilities

Administration of the NeSA-Reading, Mathematics, and Science Tests is an important professional responsibility. The usefulness of the test results depends on the accuracy of each student’s performance. Experience shows that student performance is highly dependent upon the student’s motivation and attitude toward the test, the preparedness of the Test Administrator, the physical arrangements for testing, and adherence to instructions. To ensure accurate and reliable results, the Test Administrator **must** become thoroughly familiar with the procedures described in this manual before administering the test.

Test Administrators are responsible for:

- administering the 2014–2015 NeSA-Reading, Mathematics, and Science Tests;
- distributing Student Test Tickets to students at the time of testing;
- returning all test materials to the School Test Coordinator when testing is complete;
- arranging the testing room;
- **restricting** electronic devices of any type (smartphones, cell phones, PDAs, wristwatches with electronic displays, calculators, iPods, MP3 players, etc.); and
- prohibiting talking or sharing of responses.

Prepare students for testing by informing them of the scheduled tests in advance. Explain to the students why they are being tested and how the results will be used. Students can sense the importance the Test Administrator places on the tests and their performance may be affected accordingly. Students should realize that doing their best is important.

Prepare Testing Location

Good organization of test materials and well-executed procedures will make the administration proceed smoothly. The following guidelines are recommended.

- Provide a testing location that has comfortable seating, sufficient workspace, and good lighting.
- Arrangements for rooms and seating should be announced in advance in order to eliminate confusion when testing begins. The room where students take the test should be as free from outside disturbance as possible.
- Students should be seated so they have enough room and will not be able to view other students’ computer monitors.

- Visual aids and clues should be removed or covered and remain hidden throughout the administration of all tests.
- A “Testing in Progress” sign should be posted on the door to prevent interruptions.
- For larger groups, it is advisable to have one adult assistant for every 12 students testing, in addition to the Test Administrator.

Student Test Tickets

The 2014–2015 NeSA-Reading, Mathematics, and Science Tests require one Student Test Ticket for each session of the test (two tickets per content area). Student Test Tickets are printed from eDIRECT. Please refer to the *2014–2015 NeSA-Reading, Mathematics, and Science Tests eDIRECT User Guide* for additional information about how to print tickets. Each student should receive the appropriate Student Test Ticket when he/she sits down to take a session of the test. The Student Test Ticket should not be distributed to students prior to test day. The information on the student’s Student Test Ticket is critical and confidential. It is this information drawn exclusively from the student database that results in the proper test being delivered to the student when logging into the NeSA testing system.

Test Administrators should:

- Review the individual Student Test Tickets.
- Distribute the Student Test Tickets to students when they sit down to take the test. Verify that each student has received his/her unique ticket for the test session being administered.
- Ensure students enter information from their tickets (Username and Password) correctly when logging into the test. This information, when entered correctly, activates the test for that student.
- Upon completion of the test, collect the tickets from the students and return them to the School Test Coordinator for secure disposal.

The Student Test Ticket is activated once a student logs in with his/her Username and Password. Once the student completes a test by clicking Review/End Test, the Student Test Ticket becomes inactive. Students who are "bounced" or "kicked out" of the system without officially ending the test may log back into the test on the same day using his/her Student Test Ticket and resume testing where they left off.

Administrators must indicate in eDIRECT whether a student will take the Spanish or Text-to-Speech (TTS) version of the NeSA-Reading, Mathematics, and/or Science Tests **before** printing Student Test Tickets. Student Test Tickets will indicate if either of these accommodations has been enabled. Students pre-flagged as Alternate Assessment will not be included in test sessions, and Student Test Tickets will not be generated for these students. Should a student’s Alternate Assessment status change for any content area, the student will need to be moved into a test session in eDIRECT in order for Student Test Tickets to be printed for the student. The Alternate Assessment flag should be removed in eDIRECT > Test Setup > Students > Manage Students > View/Edit > Demographics.

NOTE: The NeSA-Reading, Mathematics, and Science Tests are untimed. Therefore, students may have as much time as needed as long as they are actively completing the test session.

The NeSA-Reading, Mathematics, and Science Tests for each subject are to be administered in two independent sessions. New for 2014–2015, the hours that INSIGHT is available for use are between 6:00 a.m. and 7:00 p.m. Central Standard Time (CST). Students that begin testing before 7:00 p.m. CST may complete their tests after 7:00 p.m. CST. However, if at any point they exit or are exited from the test after 7:00 p.m. CST, they will not be able to resume testing until INSIGHT becomes available the next day and they are unlocked by NDE. *It is imperative that all students complete each independent test session within one school day.* The District Assessment Contact should be notified if a student did not complete testing on the day of their test. If for any reason the District Assessment Contact believes circumstances merit the Student Test Ticket be unlocked for the student to continue testing the next day, the District Assessment Contact must obtain NDE approval. Districts will need to contact the Assessment Office by emailing nde.stateassessment@nebraska.gov.

Common Troubleshooting Steps

If a student experiences a technical issue while testing, below are common troubleshooting steps:

- 1.) Exit INSIGHT and re-launch the software.
- 2.) Restart the computer and re-launch INSIGHT.
- 3.) Move to a different computer.
- 4.) Note the computer(s) experiencing the issue. Technical staff may need to access the specific computer(s) to investigate and resolve the issue.

Part IV—Administering the 2015 NeSA-Reading Test

Administration of the NeSA-Reading Test is an important professional responsibility. The usefulness of the test results depends on the accuracy of each student's performance. Experience shows that student performance is highly dependent upon the student's motivation and attitude toward the test, the preparedness of the Test Administrator, the physical arrangements for testing, and adherence to instructions. To ensure accurate and reliable results, the Test Administrator **must** become thoroughly familiar with the procedures described in this manual before administering the test.

Distribute Student Test Tickets to students after they are seated at computers to take the test.

The Student Test Tickets provide all of the login information needed to begin testing. Please verify each student receives his/her correct Student Test Ticket (student name is on each ticket).

Students may use scratch paper while taking the NeSA-Reading Test—have some available for the students to use.

As a reminder: **Once a test is started during test administration, only the student taking the test is allowed to view that student's screen. No one is allowed to view or copy items while a student is testing.**

In order to ensure accurate achievement results, it is essential that all Test Administrators follow the same procedures when administering the tests. Follow the script provided below for administering the 2015 NeSA-Reading Test.

Read aloud **word for word** the material that is printed in **bold type** and preceded by the word **"Say."**

The material that is italicized is information for you and should not be read to the students.

Grades 3–8 and 11 Reading tests have two sessions each. *It is imperative that each student complete both parts of the test.*

Read the directions to the students exactly as they are written using a natural tone and manner. If you make a mistake in reading a direction, stop and say, "No, that is wrong. Listen again." Then read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer. Begin the test when all students are present.

Session 1

Introduction

Say: Today you will take session one of the 2015 Nebraska State Accountability Reading Test. Give this test your best effort. You will have enough time to read and answer all the questions. There are two sessions in the NeSA-Reading Test. Some questions will be easy; others will be more difficult. Be sure to read the directions to each item first, then the passage, and finally read ALL of the answer choices. If you really do not know the answer to a question, use your best test-taking skills to eliminate some answer choices. Then choose the best answer of the ones that remain. Remember there is no penalty for guessing.

The test is not timed; therefore, you will have enough time to finish.

When you come to the end of the session, you may click on the Review/End Test button to review your answers. From this page you can go back to check your answers and change your answers if necessary. Make sure you have answered all questions before ending the test. Once you have completed the test, click “End Test.” The pop-up box will instruct you to click the “Return to Review” button to continue testing, or the “End Test” button to end your test. If you are finished, click the “End Test” button. If you want more time to review your test click “Return to Review.” Once you click “End Test” you may NOT go back into the test. Make sure you check all of your answers before closing your test.

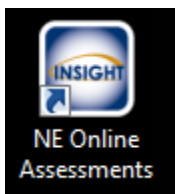
If you have any concerns once the test has started, raise your hand and the Test Administrator (*Proctor/Teacher*) will come to you. The Test Administrator (*Proctor/Teacher*) is not allowed to provide you with any additional information during the test. We cannot help you with any words.

When you come to the end of the session, please sit quietly or read until the Test Administrator (*Proctor/Teacher*) provides additional instructions.

Are there any questions?

Answer all questions. When all students are ready, continue.

Say: We will begin by accessing the test site. Double-click the INSIGHT NE Online Assessments icon on your desktop. You should see the main page for the NeSA Program on your screen. Is there anyone who does not see the main page?



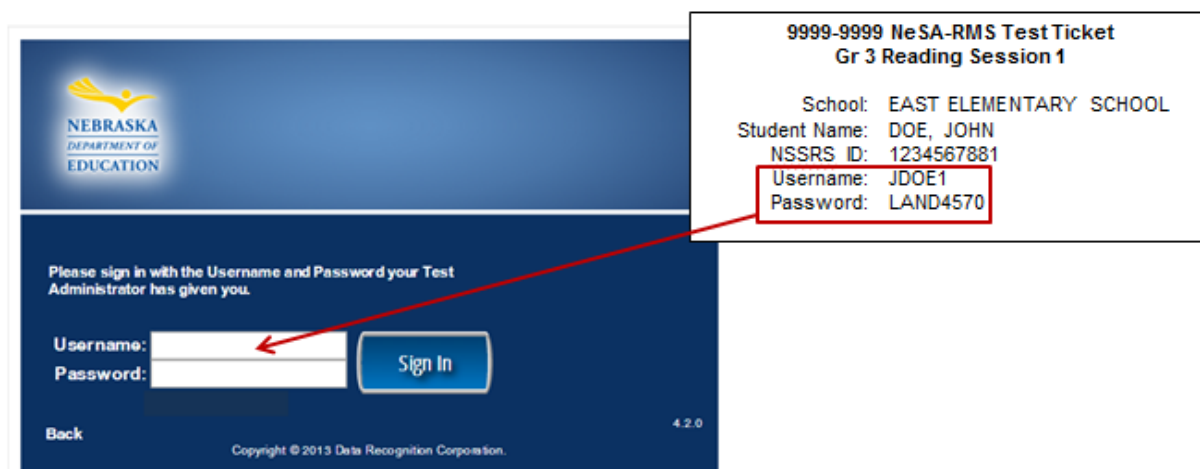
Assist students as needed.

Say: Click on “Test Sign In” in the Reading, Mathematics, Science column.



Assist students as needed. The next step is to have the students enter their Usernames and Passwords. The students should already have their Student Test Ticket with them.

Say: The next screen is the Login Screen. Enter your Username and Password exactly as you see them on your Student Test Ticket.



Assist students as needed.

Test Administrators may help students type in this information. This information is unique to each student and each session.

Say: Click on “Sign In” to move to the next screen.

Everyone should now see the Student Verification Page. Your name should appear at the top of this page. Does everyone see their name?

Assist students as needed.

Say: Verify that the Test Name, Test Session, and School Name match the information on your Student Test Ticket. Does the information match?

Assist students as needed.

Welcome **John Doe!**

Thank you for participating in the Nebraska State Accountability Tests.

Before you begin testing, please confirm your profile information is correct:

Test Name: **Gr 3 Reading**
Test Session: **Gr 3 Reading Session 1**
School Name: **East Elementary School**

Your NSSRS ID is: **1234567881**

If the above information is correct, please select **Continue**.

If any of the above information is not correct, please raise your hand and notify your Test Administrator.

Continue

Options **Exit**

9999-9999 NeSA-RMS Test Ticket
Gr 3 Reading Session 1

School: **EAST ELEMENTARY SCHOOL**
Student Name: **DOE, JOHN**
NSSRS ID: **1234567881**
Username: **JDOE1**
Password: **LAND4570**

Say: Click on **Continue** to move to the next screen. Your name should appear at the top of the screen. Click on the **Reading Session 1** link.

Assist students as needed.

The following tests have been scheduled for **John Doe!**

Once instructed, click on the test link below to start the test.

If no additional tests are available, please select **Exit** to close the application.

• **Gr3 Reading Session 1**

Options **Exit**

Copyright © 2014 Data Recognition Corporation.

Say: Everyone should now see the Directions page. We will read the directions together. Please follow along as I read aloud.

“Note: **Be sure you have looked at the Reading Tutorial and Practice Test for your grade level before taking the Reading test.**

Read these directions carefully before you begin the test. To look at these directions again, click on the ? [Help] button and choose the Test Directions tab.

This test has only multiple-choice questions. Each multiple-choice question has four answer choices.

- Only one question at a time appears on the computer screen.
- The tools at the top of the screen may help you answer the question.
- Use the Pointer tool to select or change your answer.

- Click on the Flag button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.
- If you need to go away from your computer, click on the Pause button. Click on the Resume button to continue. If you are away from your computer for more than 15 minutes, you will need to log back in.
- Use tools such as the Cross-Off, Highlighter, Sticky Note, Magnifier, and Line Guide to assist you during the test.
- More information about each tool is available by using the ? [Help] button.
- There are two ways to move to another question:
 1. Click the Next or Back button;
 2. Click the Go to Question button at the top left of the screen. You can move to any question on the test by clicking on the question number in the Go to Question tool.
- To see your progress on the test, click on the Review/End Test button. You may go to any question by selecting it from the list that appears on the screen.
- Click the Review/End Test button when you have completed the test. Follow the instructions you find there.
- This test is not timed.”

Are there any questions?

Answer all questions. When all students are ready, continue.

Say: “When you are ready, click the Begin the Test button to start the test.”

While students are working, walk around the room to see that they are following directions and they are not looking at any other student’s test. Do not give help on specific test questions.

Remind students at the end of the session that they may click on the Review/End Test button to review answers. From this page they can go back to check answers and change answers if necessary.

Remind students to make sure they have answered all questions before ending the test. Once they have completed the test, click “End Test.” The pop-up box will instruct them to click the “Return to Review” button to continue testing, or the “End Test” button to end the test. When a student is finished, click the “End Test” button. If more time is needed to review a test, click “Return to Review.” Once students click “End Test” they may NOT go back into the test.

Remind students to check all answers before closing tests.

Students who finish early may read or sit quietly until the end of the test session.

Session 2

Introduction

Say: Today you will take session two of the 2015 Nebraska State Accountability Reading Test. Give this test your best effort. You will have enough time to read and answer all the questions. Some questions will be easy; others will be more difficult. Be sure to read the directions to each item first, then the passage, and finally read ALL of the answer choices. If you really do not know the answer to a question, use your best test-taking skills to eliminate some answer choices. Then choose the best answer of the ones that remain. Remember there is no penalty for guessing.

The test is not timed; therefore, you will have enough time to finish.

When you come to the end of the session, you may click on the Review/End Test button to review your answers. From this page you can go back to check your answers and change your answers if necessary. Make sure you have answered all questions before ending the test. Once you have completed the test, click “End Test.” The pop-up box will instruct you to click the “Return to Review” button to continue testing, or the “End Test” button to end your test. If you are finished, click the “End Test” button. If you want more time to review your test click “Return to Review.” Once you click “End Test” you may NOT go back into the test. Make sure you check all of your answers before closing your test.

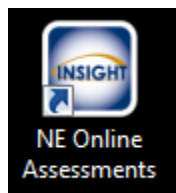
If you have any concerns once the test has started, raise your hand and the Test Administrator (*Proctor/Teacher*) will come to you. The Test Administrator (*Proctor/Teacher*) is not allowed to provide you with any additional information during the test. We cannot help you with any words.

When you come to the end of the session, please sit quietly or read until the Test Administrator (*Proctor/Teacher*) provides additional instructions.

Are there any questions?

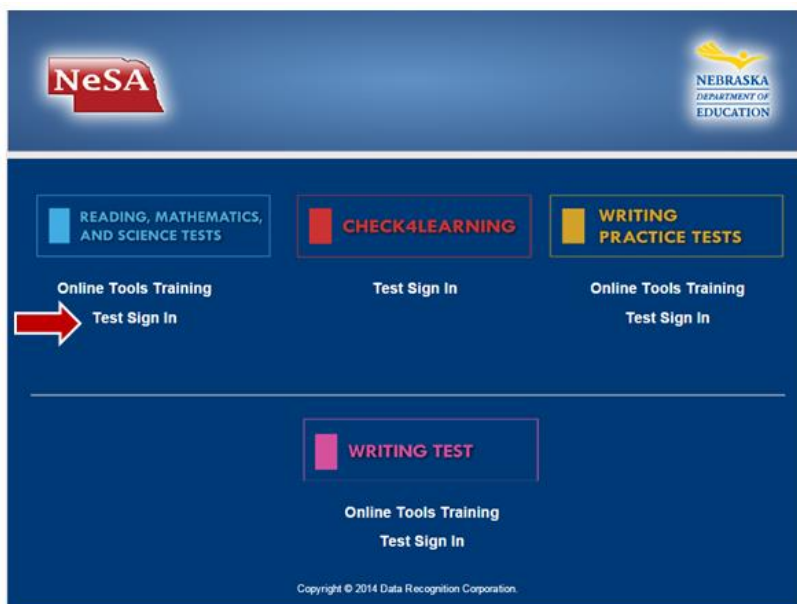
Answer all questions. When all students are ready, continue.

Say: We will begin by accessing the test site. Double-click the INSIGHT NE Online Assessments icon on your desktop. You should see the main page for the NeSA Program on your screen. Is there anyone who does not see the main page?



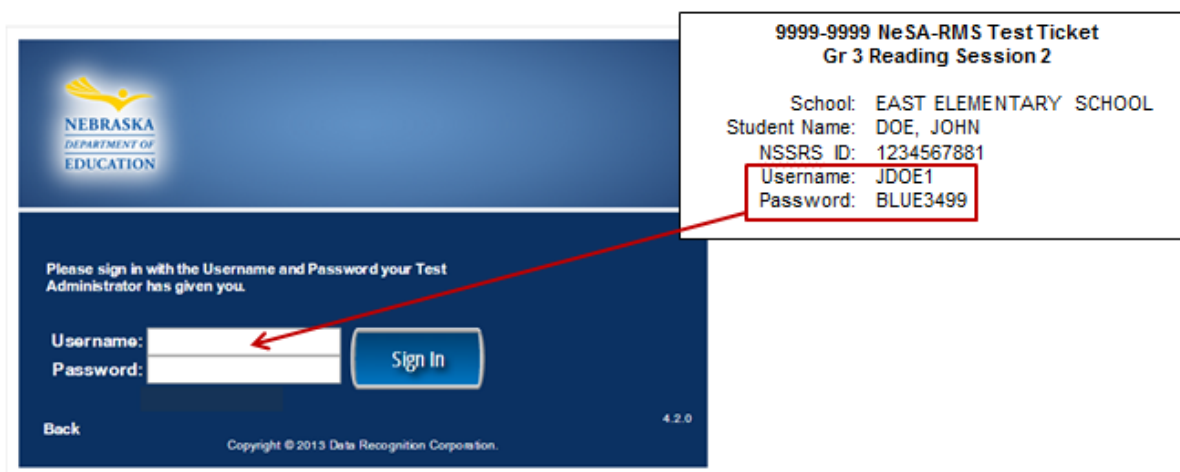
Assist students as needed.

Say: Click on “Test Sign In” in the Reading, Mathematics, Science column.



Assist students as needed. The next step is to have the students enter their Usernames and Passwords. The students should already have their Student Test Ticket with them.

Say: The next screen is the Login Screen. Enter your Username and Password exactly as you see them on your Student Test Ticket.



Assist students as needed.

Test Administrators may help students type in this information. This information is unique to each student and each session.

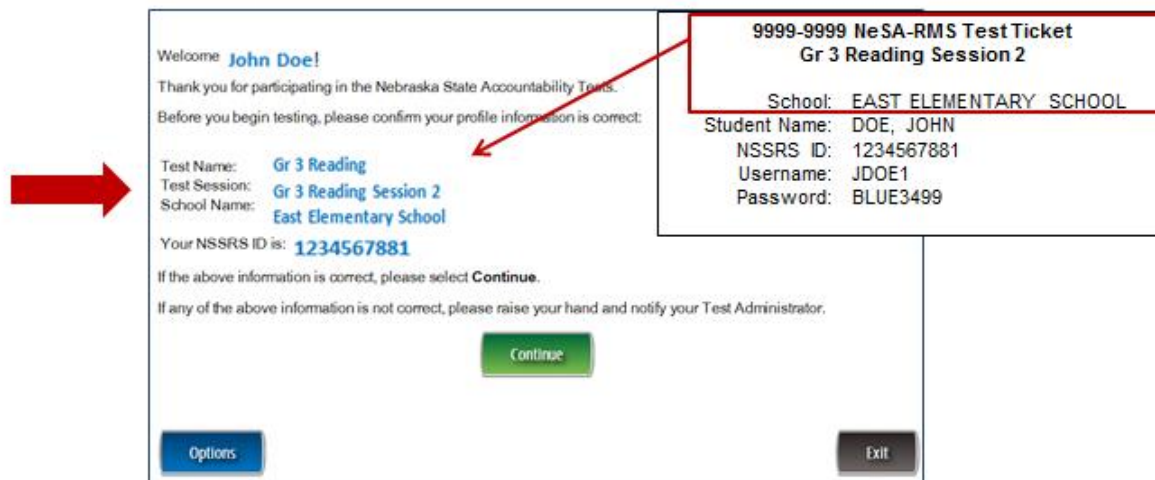
Say: Click on “Sign In” to move to the next screen.

Everyone should now see the Student Verification Page. Your name should appear at the top of this page. Does everyone see their name?

Assist students as needed.

Say: Verify that the Test Name, Test Session, and School Name match the information on your Student Test Ticket. Does the information match?

Assist students as needed.



Welcome **John Doe!**
Thank you for participating in the Nebraska State Accountability Tests.
Before you begin testing, please confirm your profile information is correct:

Test Name: **Gr 3 Reading**
Test Session: **Gr 3 Reading Session 2**
School Name: **East Elementary School**
Your NSSRS ID is: **1234567881**

If the above information is correct, please select **Continue**.
If any of the above information is not correct, please raise your hand and notify your Test Administrator.

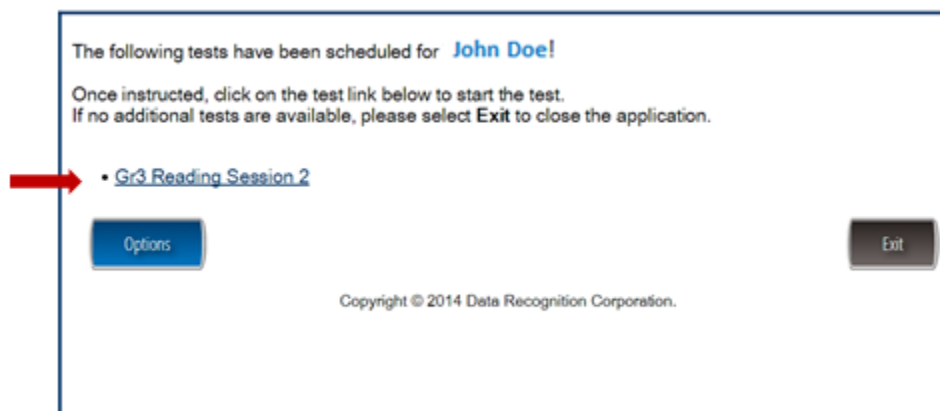
Continue

Options **Exit**

**9999-9999 NeSA-RMS Test Ticket
Gr 3 Reading Session 2**
School: EAST ELEMENTARY SCHOOL
Student Name: DOE, JOHN
NSSRS ID: 1234567881
Username: JDOE1
Password: BLUE3499

Say: Click on Continue to move to the next screen. Your name should appear at the top of the screen. Click on the Reading Session 2 link.

Assist students as needed.



The following tests have been scheduled for **John Doe!**
Once instructed, click on the test link below to start the test.
If no additional tests are available, please select **Exit** to close the application.

• **Gr3 Reading Session 2**

Options **Exit**

Copyright © 2014 Data Recognition Corporation.

Say: Everyone should now see the Directions page. We will read the directions together. Please follow along as I read aloud.

“Note: Be sure you have looked at the Reading Tutorial and Practice Test for your grade level before taking the Reading test.

Read these directions carefully before you begin the test. To look at these directions again, click on the ? [Help] button and choose the Test Directions tab.

This test has only multiple-choice questions. Each multiple-choice question has four answer choices.

- Only one question at a time appears on the computer screen.
- The tools at the top of the screen may help you answer the question.

- Use the Pointer tool to select or change your answer.
- Click on the Flag button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.
- If you need to go away from your computer, click on the Pause button. Click on the Resume button to continue. If you are away from your computer for more than 15 minutes, you will need to log back in.
- Use tools such as the Cross-Off, Highlighter, Sticky Note, Magnifier, and Line Guide to assist you during the test.
- More information about each tool is available by using the ? [Help] button.
- There are two ways to move to another question:
 1. Click the Next or Back button;
 2. Click the Go to Question button at the top left of the screen. You can move to any question on the test by clicking on the question number in the Go to Question tool.
- To see your progress on the test, click on the Review/End Test button. You may go to any question by selecting it from the list that appears on the screen.
- Click the Review/End Test button when you have completed the test. Follow the instructions you find there.
- This test is not timed.”

Are there any questions?

Answer all questions. When all students are ready, continue.

Say: “When you are ready, click the Begin the Test button to start the test.”

While students are working, walk around the room to see that they are following directions and they are not looking at any other student’s test. Do not give help on specific test questions.

Remind students at the end of the session that they may click on the Review/End Test button to review answers. From this page they can go back to check answers and change answers if necessary.

Remind students to make sure they have answered all questions before ending the test. Once they have completed the test, click “End Test.” The pop-up box will instruct them to click the “Return to Review” button to continue testing, or the “End Test” button to end the test. When a student is finished, click the “End Test” button. If more time is needed to review a test, click “Return to Review.” Once students click “End Test” they may NOT go back into the test.

Remind students to check all answers before closing tests.

Students who finish early may read or sit quietly until the end of the test session.

Part V—Administering the 2015 NeSA-Mathematics Test

Administration of the NeSA-Mathematics Test is an important professional responsibility. The usefulness of the test results depends on the accuracy of each student's performance. Experience shows that student performance is highly dependent upon the student's motivation and attitude toward the test, the preparedness of the Test Administrator, the physical arrangements for testing, and adherence to instructions. To ensure accurate and reliable results, the Test Administrator **must** become thoroughly familiar with the procedures described in this manual before administering the test.

Distribute Student Test Tickets to students after they are seated at computers to take the test.

The Student Test Tickets provide all of the login information needed to begin testing. Please verify each student receives his/her correct Student Test Ticket (student name is on each ticket).

Students may use scratch paper while taking the NeSA-Mathematics Test—have some available for students to use. A paper copy of the Mathematics Reference Sheet can be provided to students taking the NeSA-Mathematics assessment online. Students may **not** use a calculator on this test.

Students in grades 4–8 and 11 will have access to the References tool while taking the NeSA-Mathematics test online. No References tool is available or required for students in grade 3. The information in the References tool corresponds to the Mathematics Reference Sheets printed in the back of the paper/pencil test booklets. Students may refer to the References tool any time during the test.

As a reminder: **Once a test is started during test administration, only the student taking the test is allowed to view that student's screen. No one is allowed to view or copy items while a student is testing.**

In order to ensure accurate achievement results, it is essential that all Test Administrators follow the same procedures when administering the tests. Follow the script provided below for administering the 2015 NeSA-Mathematics Test.

Read aloud **word for word** the material that is printed in **bold type** and preceded by the word **"Say."**

The material that is italicized is information for you and should not be read to the students.

Grades 3–8 and 11 Mathematics tests have two sessions each. *It is imperative that each student complete both parts of the test.*

Read the directions to the students exactly as they are written using a natural tone and manner. If you make a mistake in reading a direction, stop and say, "No, that is wrong. Listen again." Then read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer. Begin the test when all students are present.

Session 1

Introduction

Say: Today you will take session one of the 2015 Nebraska State Accountability Mathematics Test. Give this test your best effort. You will have enough time to read and answer all the questions. There are two sessions in the NeSA-Mathematics Test. Some questions will be easy; others will be more difficult. Be sure to read the directions to each item first, then the item, and finally read ALL of the answer choices. If you really do not know the answer to a question, use your best test-taking skills to eliminate some answer choices. Then choose the best answer of the ones that remain. Remember there is no penalty for guessing.

The test is not timed; therefore, you will have enough time to finish.

For all questions:

- Read each question carefully and choose the best answer.
- You may use scratch paper to solve the problems.
- *(Read to Grades 4–8 and 11 only)* The References tool may help you answer some of the questions. You may use the References tool any time during the test.
- You may not use a calculator on this test.
- Be sure to answer ALL the questions.
- Remember only one of the answers provided is the correct response.

When you come to the end of the session, you may click on the Review/End Test button to review your answers. From this page you can go back to check your answers and change your answers if necessary. Make sure you have answered all questions before ending the test. Once you have completed the test, click “End Test.” The pop-up box will instruct you to click the “Return to Review” button to continue testing, or the “End Test” button to end your test. If you are finished, click the “End Test” button. If you want more time to review your test click “Return to Review.” Once you click “End Test” you may NOT go back into the test. Make sure you check all of your answers before closing your test.

If you have any concerns once the test has started, raise your hand and the Test Administrator *(Proctor/Teacher)* will come to you. The Test Administrator *(Proctor/Teacher)* is not allowed to provide you with any additional information during the test. We cannot help you with any words.

When you come to the end of the session, please sit quietly or read until the Test Administrator *(Proctor/Teacher)* provides additional instructions.

Are there any questions?

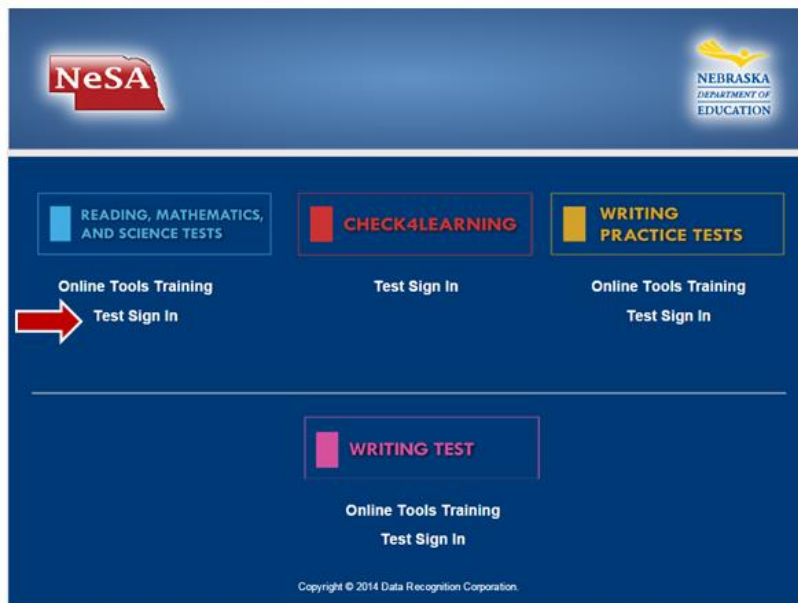
Answer all questions. When all students are ready, continue.

Say: We will begin by accessing the test site. Double-click the INSIGHT NE Online Assessments icon on your desktop. You should see the main page for the NeSA Program on your screen. Is there anyone who does not see the main page?



Assist students as needed.

Say: Click on “Test Sign In” in the Reading, Mathematics, Science column.



Assist students as needed. The next step is to have the students enter their Usernames and Passwords. The students should already have their Student Test Ticket with them.

Say: The next screen is the Login Screen. Enter your Username and Password exactly as you see them on your Student Test Ticket.



Assist students as needed.

Test Administrators may help students type in this information. This information is unique to each student and each session.

Say: Click on “Sign In” to move to the next screen.

Everyone should now see the Student Verification Page. Your name should appear at the top of this page. Does everyone see their name?

Assist students as needed.

Say: Verify that the Test Name, Test Session, and School Name match the information on your Student Test Ticket. Does the information match?

Assist students as needed.

Welcome **John Doe!**
Thank you for participating in the Nebraska State Accountability Tests.
Before you begin testing, please confirm your profile information is correct:

Test Name: [Gr 3 Mathematics](#)
Test Session: [Gr 3 Mathematics Session 1](#)
School Name: [East Elementary School](#)

Your NSSRS ID is: **1234567881**

If the above information is correct, please select **Continue**.
If any of the above information is not correct, please raise your hand and notify your Test Administrator.

Continue

Options **Exit**

9999-9999 NeSA-RMS Test Ticket
Gr 3 Mathematics Session 1

School: **EAST ELEMENTARY SCHOOL**
Student Name: **DOE, JOHN**
NSSRS ID: **1234567881**
Username: **JDOE1**
Password: **HAND2345**

Say: Click on **Continue** to move to the next screen. Your name should appear at the top of the screen. Click on the **Mathematics Session 1** link.

Assist students as needed.

The following tests have been scheduled for **John Doe!**
Once instructed, click on the test link below to start the test.
If no additional tests are available, please select **Exit** to close the application.

• [Gr3 Mathematics Session 1](#)

Options **Exit**

Copyright © 2014 Data Recognition Corporation.

Say: Everyone should now see the Directions page. We will read the directions together. Please follow along as I read aloud.

“Note: Be sure you have looked at the Mathematics Tutorial and Practice Test for your grade level before taking the Mathematics test.

Read these directions carefully before you begin the test. To look at these directions again, click on the ? [Help] button and choose the Test Directions tab.

This test has only multiple-choice questions. Each multiple-choice question has four answer choices.

- Only one question at a time appears on the computer screen.
- The tools at the top of the screen may help you answer the question.
- Use the Pointer tool to select or change your answer.
- Click on the Flag button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.
- If you need to go away from your computer, click on the Pause button. Click on the Resume button to continue. If you are away from your computer for more than 15 minutes, you will need to log back in.
- Use tools such as the Cross-Off, Highlighter, Sticky Note, Magnifier, and Line Guide to assist you during the test.
- (*Read to Grades 4–8 and 11 only*) Click on the References button to view a reference sheet containing formulas and conversion charts.
- More information about each tool is available by using the ? [Help] button.
- There are two ways to move to another question:
 1. Click the Next or Back button;
 2. Click the Go to Question button at the top left of the screen. You can move to any question on the test by clicking on the question number in the Go to Question tool.
- To see your progress on the test, click on the Review/End Test button. You may go to any question by selecting it from the list that appears on the screen.
- Click the Review/End Test button when you have completed the test. Follow the instructions you find there.
- This test is not timed.”

Are there any questions?

Answer all questions. When all students are ready, continue.

Say: “When you are ready, click the Begin the Test button to start the test.”

While students are working, walk around the room to see that they are following directions and they are not looking at any other student’s test. Do not give help on specific test questions.

Remind students at the end of the session that they may click on the Review/End Test button to review answers. From this page they can go back to check answers and change answers if necessary.

Remind students to make sure they have answered all questions before ending the test. Once they have completed the test, click “End Test.” The pop-up box will instruct them to click the “Return to Review” button to continue testing, or the “End Test” button to end the test. When a student is finished, click the “End Test” button. If more time is needed to review a test, click “Return to Review.” Once students click “End Test” they may NOT go back into the test.

Remind students to check all answers before closing tests.

Students who finish early may read or sit quietly until the end of the test session.

Session 2

Introduction

Say: Today you will take session two of the 2015 Nebraska State Accountability Mathematics Test. Give this test your best effort. You will have enough time to read and answer all the questions. Some questions will be easy; others will be more difficult. Be sure to read the directions to each item first, then the item, and finally read ALL of the answer choices. If you really do not know the answer to a question, use your best test-taking skills to eliminate some answer choices. Then choose the best answer of the ones that remain. Remember there is no penalty for guessing.

The test is not timed; therefore, you will have enough time to finish.

For all questions:

- Read each question carefully and choose the best answer.
- You may use scratch paper to solve the problems.
- *(Read to Grades 4–8 and 11 only)* The References tool may help you answer some of the questions. You may use the References tool any time during the test.
- You may not use a calculator on this test.
- Be sure to answer ALL the questions.
- Remember only one of the answers provided is the correct response.

When you come to the end of the session, you may click on the Review/End Test button to review your answers. From this page you can go back to check your answers and change your answers if necessary. Make sure you have answered all questions before ending the test. Once you have completed the test, click “End Test.” The pop-up box will instruct you to click the “Return to Review” button to continue testing, or the “End Test” button to end your test. If you are finished, click the “End Test” button. If you want more time to review your test click “Return to Review.” Once you click “End Test” you may NOT go back into the test. Make sure you check all of your answers before closing your test.

If you have any concerns once the test has started, raise your hand and the Test Administrator *(Proctor/Teacher)* will come to you. The Test Administrator *(Proctor/Teacher)* is not allowed to provide you with any additional information during the test. We cannot help you with any words.

When you come to the end of the session, please sit quietly or read until the Test Administrator *(Proctor/Teacher)* provides additional instructions.

Are there any questions?

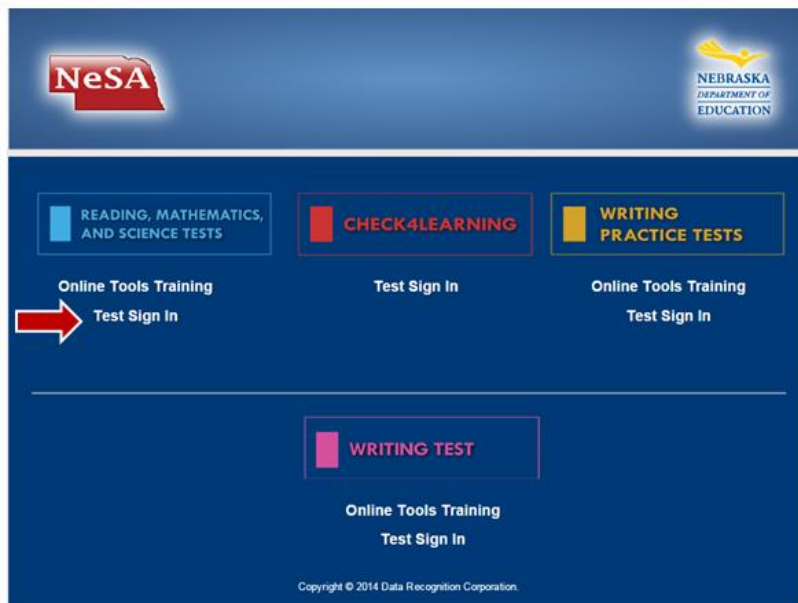
Answer all questions. When all students are ready, continue.

Say: We will begin by accessing the test site. Double-click the INSIGHT NE Online Assessments icon on your desktop. You should see the main page for the NeSA Program on your screen. Is there anyone who does not see the main page?



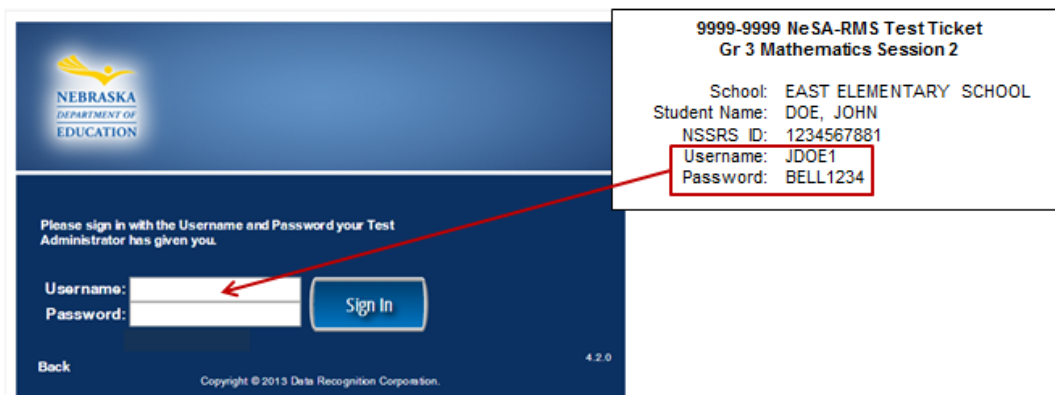
Assist students as needed.

Say: Click on “Test Sign In” in the Reading, Mathematics, Science column.



Assist students as needed. The next step is to have the students enter their Usernames and Passwords. The students should already have their Student Test Ticket with them.

Say: The next screen is the Login Screen. Enter your Username and Password exactly as you see them on your Student Test Ticket.



Assist students as needed.

Test Administrators may help students type in this information. This information is unique to each student and each session.

Say: Click on “Sign In” to move to the next screen.

Everyone should now see the Student Verification Page. Your name should appear at the top of this page. Does everyone see their name?

Assist students as needed.

Say: Verify that the Test Name, Test Session, and School Name match the information on your Student Test Ticket. Does the information match?

Assist students as needed.

Welcome **John Doe!**
Thank you for participating in the Nebraska State Accountability Tests.
Before you begin testing, please confirm your profile information is correct:

Test Name: [Gr 3 Mathematics](#)
Test Session: [Gr 3 Mathematics Session 2](#)
School Name: [East Elementary School](#)

Your NSSRS ID is: **1234567881**
If the above information is correct, please select **Continue**.
If any of the above information is not correct, please raise your hand and notify your Test Administrator.

[Options](#) [Exit](#)

9999-9999 NeSA-RMS Test Ticket
Gr 3 Mathematics Session 2
School: EAST ELEMENTARY SCHOOL
Student Name: DOE, JOHN
NSSRS ID: 1234567881
Username: JDOE1
Password: BELL1234

Say: Click on Continue to move to the next screen. Your name should appear at the top of the screen. Click on the Mathematics Session 2 link.

Assist students as needed.

The following tests have been scheduled for **John Doe!**
Once instructed, click on the test link below to start the test.
If no additional tests are available, please select Exit to close the application.

• [Gr3 Mathematics Session 2](#)

[Options](#) [Exit](#)

Copyright © 2014 Data Recognition Corporation.

Say: Everyone should now see the Directions page. We will read the directions together. Please follow along as I read aloud.

“Note: **Be sure you have looked at the Mathematics Tutorial and Practice Test for your grade level before taking the Mathematics test.**

Read these directions carefully before you begin the test. To look at these directions again, click on the ? [Help] button and choose the Test Directions tab.

This test has only multiple-choice questions. Each multiple-choice question has four answer choices.

- Only one question at a time appears on the computer screen.

- The tools at the top of the screen may help you answer the question.
- Use the Pointer tool to select or change your answer.
- Click on the Flag button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.
- If you need to go away from your computer, click on the Pause button. Click on the Resume button to continue. If you are away from your computer for more than 15 minutes, you will need to log back in.
- Use tools such as the Cross-Off, Highlighter, Sticky Note, Magnifier, and Line Guide to assist you during the test.
- *(Read to Grades 4–8 and 11 only)* Click on the References button to view a reference sheet containing formulas and conversion charts.
- More information about each tool is available by using the ? [Help] button.
- There are two ways to move to another question:
 1. Click the Next or Back button;
 2. Click the Go to Question button at the top left of the screen. You can move to any question on the test by clicking on the question number in the Go to Question tool.
- To see your progress on the test, click on the Review/End Test button. You may go to any question by selecting it from the list that appears on the screen.
- Click the Review/End Test button when you have completed the test. Follow the instructions you find there.
- This test is not timed.”

Are there any questions?

Answer all questions. When all students are ready, continue.

Say: “When you are ready, click the Begin the Test button to start the test.”

While students are working, walk around the room to see that they are following directions and they are not looking at any other student’s test. Do not give help on specific test questions.

Remind students at the end of the session that they may click on the Review/End Test button to review answers. From this page they can go back to check answers and change answers if necessary.

Remind students to make sure they have answered all questions before ending the test. Once they have completed the test, click “End Test.” The pop-up box will instruct them to click the “Return to Review” button to continue testing, or the “End Test” button to end the test. When a student is finished, click the “End Test” button. If more time is needed to review a test, click “Return to Review.” Once students click “End Test” they may NOT go back into the test.

Remind students to check all answers before closing tests.

Students who finish early may read or sit quietly until the end of the test session.

Part VI—Administering the 2015 NeSA-Science Test

Administration of the NeSA-Science Test is an important professional responsibility. The usefulness of the test results depends on the accuracy of each student's performance. Experience shows that student performance is highly dependent upon the student's motivation and attitude toward the test, the preparedness of the Test Administrator, the physical arrangements for testing, and adherence to instructions. To ensure accurate and reliable results, the Test Administrator **must** become thoroughly familiar with the procedures described in this manual before administering the test.

Distribute Student Test Tickets to students after they are seated at computers to take the test.

The Student Test Tickets provide all of the login information needed to begin testing. Please verify each student receives his/her correct Student Test Ticket (student name is on each ticket).

Students may use scratch paper while taking the NeSA-Science Test—have some available for students to use. Students may **not** use a calculator on this test.

As a reminder: **Once a test is started during test administration, only the student taking the test is allowed to view that student's screen. No one is allowed to view or copy items while a student is testing.**

In order to ensure accurate achievement results, it is essential that all Test Administrators follow the same procedures when administering the tests. Follow the script provided below for administering the 2015 NeSA-Science test.

Read aloud **word for word** the material that is printed in **bold type** and preceded by the word **"Say."**

*The material that is italicized is information for you and should **not** be read to the students.*

Grades 5, 8, and 11 Science tests have two sessions each. *It is imperative that each student complete both parts of the test.*

Read the directions to the students exactly as they are written using a natural tone and manner. If you make a mistake in reading a direction, stop and say, "No, that is wrong. Listen again." Then read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer. Begin the test when all students are present.

Session 1

Introduction

Say: Today you will take session one of the 2015 Nebraska State Accountability Science Test. Give this test your best effort. You will have enough time to read and answer all the questions. There are two sessions in the NeSA-Science Test. Some questions will be easy; others will be more difficult. Be sure to read the directions to each item first, then the item, and finally read ALL of the answer choices. If you really do not know the answer to a question, use your best test-taking skills to eliminate some answer choices. Then choose the best answer of the ones that remain. Remember there is no penalty for guessing.

The test is not timed; therefore, you will have enough time to finish.

For all questions:

- Read each question carefully and choose the best answer.
- You may use scratch paper to solve the problems.
- You may not use a calculator on this test.
- Be sure to answer ALL the questions.
- Remember only one of the answers provided is the correct response.

When you come to the end of the session, you may click on the Review/End Test button to review your answers. From this page you can go back to check your answers and change your answers if necessary. Make sure you have answered all questions before ending the test. Once you have completed the test, click “End Test.” The pop-up box will instruct you to click the “Return to Review” button to continue testing, or the “End Test” button to end your test. If you are finished, click the “End Test” button. If you want more time to review your test click “Return to Review.” Once you click “End Test” you may NOT go back into the test. Make sure you check all of your answers before closing your test.

If you have any concerns once the test has started, raise your hand and the Test Administrator (*Proctor/Teacher*) will come to you. The Test Administrator (*Proctor/Teacher*) is not allowed to provide you with any additional information during the test. We cannot help you with any words.

When you come to the end of the session, please sit quietly or read until the Test Administrator (*Proctor/Teacher*) provides additional instructions.

Are there any questions?

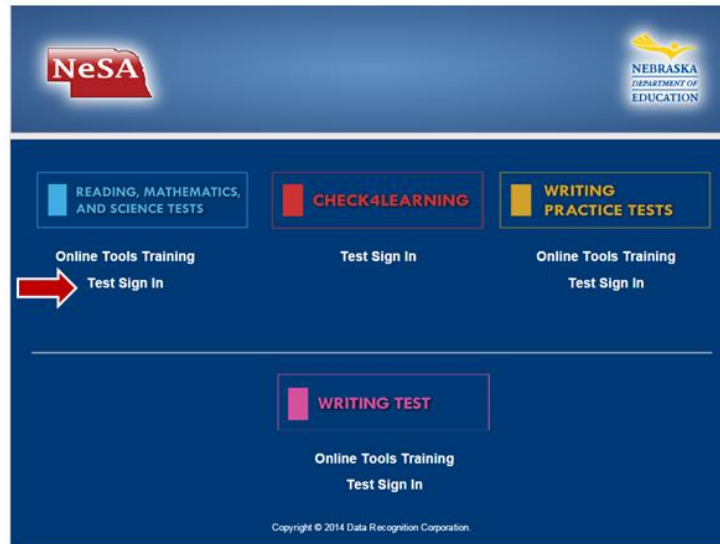
Answer all questions. When all students are ready, continue.

Say: We will begin by accessing the test site. Double-click the INSIGHT NE Online Assessments icon on your desktop. You should see the main page for the NeSA Program on your screen. Is there anyone who does not see the main page?



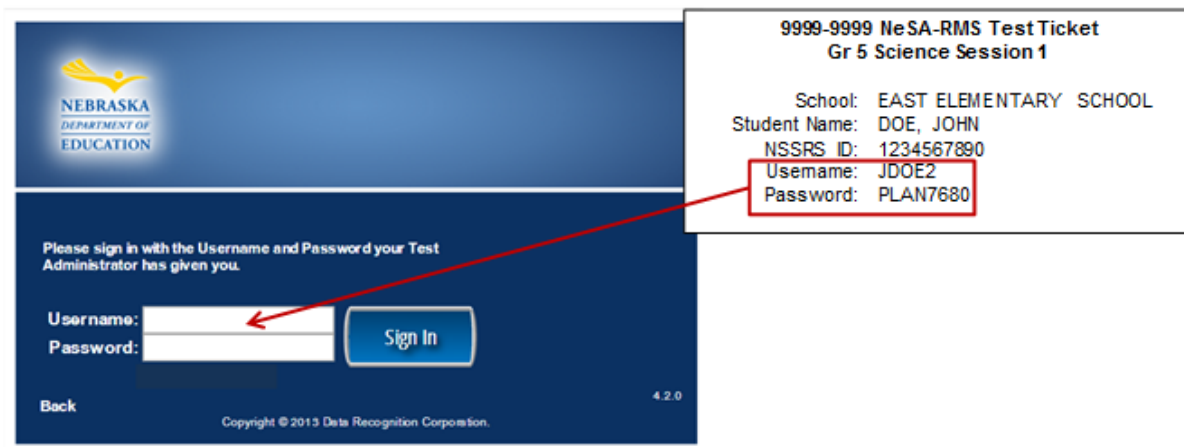
Assist students as needed.

Say: Click on “Test Sign In” in the Reading, Mathematics, Science column.



Assist students as needed. The next step is to have the students enter their Usernames and Passwords. The students should already have their Student Test Ticket with them.

Say: The next screen is the Login Screen. Enter your Username and Password exactly as you see them on your Student Test Ticket.



Assist students as needed.

Test Administrators may help students type in this information. This information is unique to each student and each session.

Say: Click on “Sign In” to move to the next screen.

Everyone should now see the Student Verification Page. Your name should appear at the top of this page. Does everyone see their name?

Assist students as needed.

Say: Verify that the Test Name, Test Session, and School Name match the information on your Student Test Ticket. Does the information match?

Assist students as needed.

The screenshot shows the Student Verification Page. A red arrow points from the 'Test Name: Gr 5 Science', 'Test Session: Gr 5 Science Session 1', and 'School Name: East Elementary School' fields to a callout box. The callout box contains the following information:

9999-9999 NeSA-RMS Test Ticket Gr 5 Science Session 1	
School:	EAST ELEMENTARY SCHOOL
Student Name:	DOE, JOHN
NSSRS ID:	1234567890
Username:	JDOE2
Password:	PLAN7680

The main page text includes: Welcome **John Doe!**, Thank you for participating in the Nebraska State Accountability Tests., Before you begin testing, please confirm your profile information is correct: Test Name: **Gr 5 Science**, Test Session: **Gr 5 Science Session 1**, School Name: **East Elementary School**, Your NSSRS ID is: **1234567890**. If the above information is correct, please select **Continue**. If any of the above information is not correct, please raise your hand and notify your Test Administrator. Buttons: **Continue**, **Options**, **Exit**.

Say: Click on Continue to move to the next screen. Your name should appear at the top of the screen. Click on the Science Session 1 link.

Assist students as needed.

The screenshot shows the Directions page. A red arrow points to the link [Gr5 Science Session 1](#). The page text includes: The following tests have been scheduled for **John Doe!**, Once instructed, click on the test link below to start the test. If no additional tests are available, please select Exit to close the application. Buttons: **Options**, **Exit**. Copyright © 2014 Data Recognition Corporation.

Say: Everyone should now see the Directions page. We will read the directions together. Please follow along as I read aloud.

“Note: **Be sure you have looked at the Science Tutorial and Practice Test for your grade level before taking the Science test.**

Read these directions carefully before you begin the test. To look at these directions again, click on the ? [Help] button and choose the Test Directions tab.

This test has only multiple-choice questions. Each multiple-choice question has four answer choices.

- **Only one question at a time appears on the computer screen.**
- **The tools at the top of the screen may help you answer the question.**
- **Use the Pointer tool to select or change your answer.**
- **Click on the Flag button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.**
- **If you need to go away from your computer, click on the Pause button. Click on the Resume button to continue. If you are away from your computer for more than 15 minutes, you will need to log back in.**
- **Use tools such as the Cross-Off, Highlighter, Sticky Note, Magnifier, and Line Guide to assist you during the test.**
- **More information about each tool is available by using the ? [Help] button.**
- **There are two ways to move to another question:**
 1. **Click the Next or Back button;**
 2. **Click the Go to Question button at the top left of the screen. You can move to any question on the test by clicking on the question number in the Go to Question tool.**
- **To see your progress on the test, click on the Review/End Test button. You may go to any question by selecting it from the list that appears on the screen.**
- **Click the Review/End Test button when you have completed the test. Follow the instructions you find there.**
- **This test is not timed.”**

Are there any questions?

Answer all questions. When all students are ready, continue.

Say: “When you are ready, click the Begin the Test button to start the test.”

While students are working, walk around the room to see that they are following directions and they are not looking at any other student’s test. Do not give help on specific test questions.

Remind students at the end of the session that they may click on the Review/End Test button to review answers. From this page they can go back to check answers and change answers if necessary.

Remind students to make sure they have answered all questions before ending the test. Once they have completed the test, click “End Test.” The pop-up box will instruct them to click the “Return to Review” button to continue testing, or the “End Test” button to end the test. When a student is finished, click the “End Test” button. If more time is needed to review a test, click “Return to Review.” Once students click “End Test” they may NOT go back into the test.

Remind students to check all answers before closing tests.

Students who finish early may read or sit quietly until the end of the test session.

Session 2

Introduction

Say: Today you will take session two of the 2015 Nebraska State Accountability Science Test. Give this test your best effort. You will have enough time to read and answer all the questions. Some questions will be easy; others will be more difficult. Be sure to read the directions to each item first, then the item, and finally read ALL of the answer choices. If you really do not know the answer to a question, use your best test-taking skills to eliminate some answer choices. Then choose the best answer of the ones that remain. Remember there is no penalty for guessing.

The test is not timed; therefore, you will have enough time to finish.

For all questions:

- Read each question carefully and choose the best answer.
- You may use scratch paper to solve the problems.
- You may not use a calculator on this test.
- Be sure to answer ALL the questions.
- Remember only one of the answers provided is the correct response.

When you come to the end of the session, you may click on the Review/End Test button to review your answers. From this page you can go back to check your answers and change your answers if necessary. Make sure you have answered all questions before ending the test. Once you have completed the test, click “End Test.” The pop-up box will instruct you to click the “Return to Review” button to continue testing, or the “End Test” button to end your test. If you are finished, click the “End Test” button. If you want more time to review your test click “Return to Review.” Once you click “End Test” you may NOT go back into the test. Make sure you check all of your answers before closing your test.

If you have any concerns once the test has started, raise your hand and the Test Administrator (*Proctor/Teacher*) will come to you. The Test Administrator (*Proctor/Teacher*) is not allowed to provide you with any additional information during the test. We cannot help you with any words.

When you come to the end of the session, please sit quietly or read until the Test Administrator (*Proctor/Teacher*) provides additional instructions.

Are there any questions?

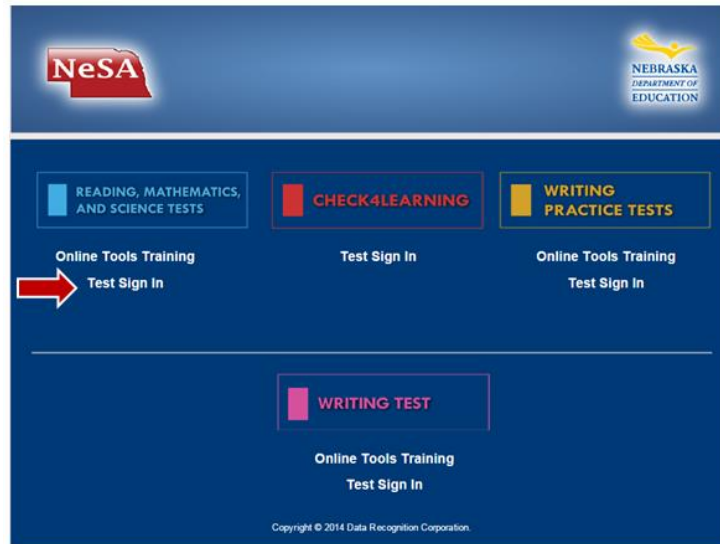
Answer all questions. When all students are ready, continue.

Say: We will begin by accessing the test site. Double-click the INSIGHT NE Online Assessments icon on your desktop. You should see the main page for the NeSA Program on your screen. Is there anyone who does not see the main page?



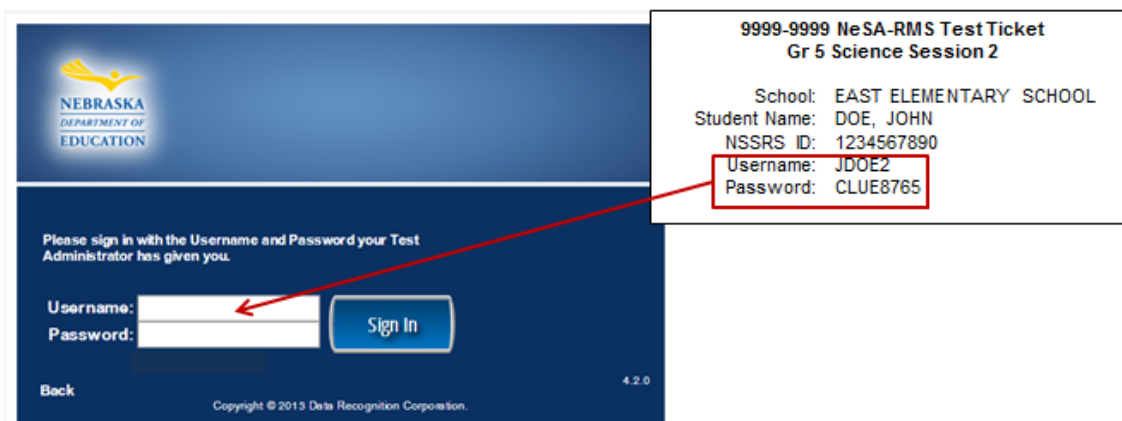
Assist students as needed.

Say: Click on “Test Sign In” in the Reading, Mathematics, Science column.



Assist students as needed. The next step is to have the students enter their Usernames and Passwords. The students should already have their Student Test Ticket with them.

Say: The next screen is the Login Screen. Enter your Username and Password exactly as you see them on your Student Test Ticket.



Assist students as needed.

Test Administrators may help students type in this information. This information is unique to each student and each session.

Say: Click on “Sign In” to move to the next screen.

Everyone should now see the Student Verification Page. Your name should appear at the top of this page. Does everyone see their name?

Assist students as needed.

Say: Verify that the Test Name, Test Session, and School Name match the information on your Student Test Ticket. Does the information match?

Assist students as needed.

Welcome **John Doe!**
Thank you for participating in the Nebraska State Accountability Tests.
Before you begin testing, please confirm your profile information is correct:

Test Name: **Gr 5 Science**
Test Session: **Gr 5 Science Session 2**
School Name: **East Elementary School**

Your NSSRS ID is: **1234567890**

If the above information is correct, please select **Continue**.
If any of the above information is not correct, please raise your hand and notify your Test Administrator.

Continue

Options **Exit**

9999-9999 NeSA-RMS Test Ticket
Gr 5 Science Session 2

School: **EAST ELEMENTARY SCHOOL**
Student Name: **DOE, JOHN**
NSSRS ID: **1234567890**
Username: **JDOE2**
Password: **CLUE8765**

Say: Click on Continue to move to the next screen. Your name should appear at the top of the screen. Click on the Science Session 2 link.

Assist students as needed.

The following tests have been scheduled for **John Doe!**
Once instructed, click on the test link below to start the test.
If no additional tests are available, please select Exit to close the application.

Gr5 Science Session 2

Options **Exit**

Copyright © 2014 Data Recognition Corporation.

Say: Everyone should now see the Directions page. We will read the directions together. Please follow along as I read aloud.

“Note: **Be sure you have looked at the Science Tutorial and Practice Test for your grade level before taking the Science test.**

Read these directions carefully before you begin the test. To look at these directions again, click on the ? [Help] button and choose the Test Directions tab.

This test has only multiple-choice questions. Each multiple-choice question has four answer choices.

- **Only one question at a time appears on the computer screen.**
- **The tools at the top of the screen may help you answer the question.**
- **Use the Pointer tool to select or change your answer.**
- **Click on the Flag button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.**
- **If you need to go away from your computer, click on the Pause button. Click on the Resume button to continue. If you are away from your computer for more than 15 minutes, you will need to log back in.**
- **Use tools such as the Cross-Off, Highlighter, Sticky Note, Magnifier, and Line Guide to assist you during the test.**
- **More information about each tool is available by using the ? [Help] button.**
- **There are two ways to move to another question:**
 1. **Click the Next or Back button;**
 2. **Click the Go to Question button at the top left of the screen. You can move to any question on the test by clicking on the question number in the Go to Question tool.**
- **To see your progress on the test, click on the Review/End Test button. You may go to any question by selecting it from the list that appears on the screen.**
- **Click the Review/End Test button when you have completed the test. Follow the instructions you find there.**
- **This test is not timed.”**

Are there any questions?

Answer all questions. When all students are ready, continue.

Say: “When you are ready, click the Begin the Test button to start the test.”

While students are working, walk around the room to see that they are following directions and they are not looking at any other student’s test. Do not give help on specific test questions.

Remind students at the end of the session that they may click on the Review/End Test button to review answers. From this page they can go back to check answers and change answers if necessary.

Remind students to make sure they have answered all questions before ending the test. Once they have completed the test, click “End Test.” The pop-up box will instruct them to click the “Return to Review” button to continue testing, or the “End Test” button to end the test. When a student is finished, click the “End Test” button. If more time is needed to review a test, click “Return to Review.” Once students click “End Test” they may NOT go back into the test.

Remind students to check all answers before closing tests.

Students who finish early may read or sit quietly until the end of the test session.

Additional Questions

If you have any additional questions not covered in this *2014–2015 NeSA-Reading, Mathematics, and Science Online Test Administration Manual*, please contact DRC customer service at 1-866-342-6280 or email necustomerservice@datarecognitioncorp.com.

DRC representatives will always try to answer your questions when you call. If they are not able to answer your questions immediately, they will return your call within 24 hours. The representatives will log each call and record the nature of the question or problem reported, whether a resolution has been made, and whether a return call is needed. Representatives are available from 8:00 a.m. to 5:00 p.m. Central Standard Time, Monday through Friday (7:00 a.m. to 5:00 p.m. Central Standard Time from March 16–May 8, 2015).

APPENDIX A. SUGGESTIONS FOR A SMOOTH TESTING PROCESS

- Start testing preparations early, and plan ahead, and assign a building coordinator.
- Gather testing materials as soon as online tools/booklets are available. Keep secure and in a locked room.
- Read all security requirements; building principals and District Assessment Contacts should sign the security agreement and return to NDE.
- Attend training. Prepare to train all test administrators and proctors.
- Examine student lists for accuracy and building assignments. Verify all NSSRS testing rosters.
- Take advantage of all practice test opportunities.
- Develop scheduling plan for testing window: March 23–May 1, 2015.
- Establish a testing setting that matches the instructional setting as much as possible (for example, an auditorium setting for testing is not like a classroom setting).
- Protect instructional time as much as possible.
- Do not wait until the end of the testing window to begin testing.
- Avoid Mondays as test days.
- Communicate the testing plan with all staff.
- Communicate the importance of the test with staff and with students.
- For online testing, prepare the computer room setting or the laptops ahead of time.
- Prepare signs for the doors, “Testing in Progress.”
- Assign one proctor for every 12 students being tested for large groups.
- Encourage students to do their best.
- Develop a consistent building plan for what students are to do when they are done with the test.
- Follow the scripted directions for all testing, both online and paper/pencil.
- Use common sense.

APPENDIX B. NeSA SECURITY PROCEDURES



Security Procedures

This document should be shared with all staff, particularly those who administer state tests.

Introduction

The security of state administered assessments is of the utmost importance to the Nebraska Department of Education. This document outlines the state's expectations and procedures on test booklet and online security, test administration security, and the identification and reporting of test security violations. Breaches in test security must be quickly identified and reported to the Nebraska Department of Education. This document explains to participants at the school, district, and state levels how to identify breaches in test security and what actions should be taken in response to those breaches.

Test Security

District Test Coordinators, School Test Coordinators and Test Administrators share the responsibility for ensuring that all test materials and student responses are handled securely and confidentially in accordance with security procedures. The Nebraska Statewide Accountability (NeSA) Tests are to be administered by professional staff members who have been oriented in the proper test administration procedures for NeSA.

The NeSA Tests are confidential and proprietary and are owned by the Nebraska Department of Education. The test content is not to be viewed by anyone prior to the test administration. Only students being tested are allowed access to the test at the time of testing. Once a test is started during test administration, only the student taking the test is allowed to view that student's booklet or screen. No testing materials are to be reproduced. No test materials are to be accessed outside the school building except under conditions approved by the Nebraska Department of Education.

The NeSA Tests rely on the measurement of individual achievement. Any deviation from testing procedures meant to ensure validity and security (group work, teacher coaching, pre-teaching or prerelease of the test items, etc.) would be a violation of test security. District and school personnel with access to the test materials must not discuss, disseminate, or otherwise reveal the contents of the tests to anyone. Teachers, Proctors, Test Administrators, or other district or school personnel may not read test items aloud, silently, to themselves, or to another individual or student group. Parents/guardians may not read test items under any circumstances.

While some of the guidelines below apply mainly to Test Administrators, it is important for all personnel involved in testing to be aware of these procedures.

Do's

Do eliminate all cell phones and electronic devices.

Do attend any district or school training for the administration of the test in order to be properly informed of the procedures to follow, including securing test materials.

Do move around the testing site to ensure students are adhering to the instructions given.

Do collect scratch paper and return it to the School Test Coordinator for secure destruction.

Do follow appropriate accommodation procedures as found in the "Nebraska NeSA Approved Accommodations Document."

Do make students feel comfortable and relaxed.

Do escort all students and carry all secured testing materials to alternate site for extended time, etc.

Do have test booklets or test tickets/online set-up ready for students ahead of time.

Do remove from the wall all curriculum materials that relate to the tested content.

Do maintain standardized testing procedures.

Don'ts

Do not discuss, disseminate, or otherwise reveal the contents of the test to anyone.

Do not keep, copy, reproduce, or use any reading, mathematics or science test, test item, any specific test content, or examine responses to an item or any section of a secured test in any manner inconsistent with the instructions provided by and through the Nebraska Department of Education.

Do not leave students unattended with testing materials.

Do not possess any secure test materials at any time other than during the actual administration of the test. Test Administrators should be given their secure materials the morning of the administration of the test and materials must be counted and collected at the end of each day of testing.

Do not allow students to leave the testing site with test materials for any reason.

Do not allow students to look ahead to the second session before being instructed to do so.

Do not coach or provide feedback in any way, which includes answering any questions relating to the contents.

Do not alter, influence, or interfere with a test response in any way or instruct the student to do so. Students who move to alternate testing sites for an extended time should be escorted and school personnel should carry all secure testing materials to the new testing location.

Do not fill any unanswered item or provide actual answers to students.

Do not return any test booklet or answer sheet to any student after it has been turned in to the Test Administrator except in the case of students going to another testing site for an extended time. (Note: If, after the student returns the test booklet and answer sheet, it is noticed that not all of the test items were answered, the test booklet and answer sheet cannot be returned to the student to complete.)

Do not place students in situations in which they can discuss test items or answers.



Test Security Agreement

The DAC and principal of each school participating in the NeSA Tests must complete a Test Security Agreement. The Building Principal Security Agreement and District Assessment Contact Confidentiality of Information Agreement was sent by Echosign. Every principal and DAC must have signed a security agreement to participate in NeSA testing.

Breaches in Test Security

The Test Security Procedure for the Nebraska State Accountability-NeSA establishes guidelines for dealing with breaches in test security. Breaches may include student impropriety, test violations, educator misconduct, or the mishandling of test materials. In order to maintain the integrity of the test, there must be strict adherence to the rules and procedures for administering the test.

Reporting and Investigating Test Security Violations

Any identification or suspected violation of defined testing procedures must be reported immediately. If a student suspects a breach in test security the student should report the alleged incident to a teacher or administrator. If a teacher, parent, assessment administrator, or school administrator suspects a breach in test security, he or she should report the alleged incident in writing to the district's superintendent or the Nebraska Statewide Assessment and Accountability Office.

In the case of a test contractor suspecting a breach in test security, the suspected tests should be "flagged." The contractor's scoring director and project manager will then review the flagged tests and determine whether a test security breach has occurred. The test contractor should immediately notify the Nebraska Statewide Assessment and Accountability Office of any test security breach and send them a summary file of the flagged student work.

As soon as a suspected test security breach has been verified either by the test contractor or the Nebraska Department of Education, a district superintendent or designee of the investigation, will have 45 days to complete a report. The report will be sent to the Nebraska Statewide Assessment and Accountability Office indicating the following:

- The details of the investigation
- The findings
- The action taken by the school, administrators, and/or district, if any.

Upon completion of the report, the superintendent should return any student answer documents involved in the incident to the contractor with the other student answer documents.

Consequences of Test Security Violations

School districts are responsible for conducting the investigation and taking appropriate actions in response to breaches in test security. NDE may, at the discretion of the Statewide Assessment Director, initiate a formal educator misconduct investigation that may result in disciplinary action. In addition, NDE may invalidate any or all test scores involved in the investigation and/or retest the students.

APPENDIX C. DISTRICT TO DRC ONLINE TESTING ISSUE REPORT FORM

District to DRC Online Testing Issue Report Form

If an issue occurs during NeSA or C4L testing, please contact your local IT staff as soon as a problem occurs, or as soon as possible following testing. They can contact Nebraska Customer Service at (866) 342-6280 or at necustomerservice@datarecognitioncorp.com if they need additional help to resolve the issue.

Below is a list of the basic information Nebraska Customer Service will typically request when looking into technical issues associated with testing. Please gather as much of this information as is possible to assist the process of resolving a technical issue.

Reporter/school/district	
Phone or email	
Student NSSRS ID	
Number of students affected	
Date and description of the issue	
Specific system or error message (actual text) *	
Operating system/version (Mac/Windows/iOS/Chromebooks)	
Computer name or number	
Wired or wireless	
Additional contact name and information (i.e. who witnessed the issue, if not reporter?)	

*For example: "Internet Connection Error" or "TSM Connection Error During Login"

Common Troubleshooting Tips:

1. Exit INSIGHT and re-launch the software.
2. Restart the computer and re-launch INSIGHT.
3. Move to a different computer.
4. Note the computer(s) experiencing the issue. Technical staff may need to access the specific computer(s) to investigate and resolve the issue.

**2014–2015 ONLINE NeSA TEST
ADMINISTRATION MANUAL FOR READING,
MATHEMATICS, AND SCIENCE**